Agency:	Office of Budget and Planning (OBP)
Division/Unit:	
Position:	Senior Budget Analyst
Grade/Step:	DS-560-13/1 – DS-13/10
Salary Range:	$54,246 - $69,906
Area of Consideration:	Unlimited
Opening Date:	May 16, 2003
Closing Date:	May 30, 2003
Number of Vacancies:	One (1)

Position Description: The incumbent is primarily responsible for the development of agency budgets. Must be able to advise and consult with OBP policy officials, representatives of the Mayor, agency and other government officials. Must be able to write quickly and accurately; present complex issues succinctly to executive managers; and conduct discussions and meetings with agency officials as a representative of the Office of the Chief Financial Officer. Tracking and monitoring the formulation, analysis and execution of the District budget, and serves as the OBP's primary contact with agency budget and program staff. Work also entails preparation of tables, reports, letters, memoranda, etc. Additional duties are performing liaison functions within and outside of the OCFO; presentations of OBP work before various official District and federal institutions; and handling a range of data/information management and administration tasks associated with annual budget development, execution, and analysis functions. Contribute in key ways to the preparation of the Mayor's budget, analysis of budgeting issues, monitoring City Council and Congressional action on appropriation bills, conducting additional issue analysis, developing policy and providing backup to Branch Chief.

Must have a minimum of one year or more of specialized experience (preferably in information technology, human resources, or finance) at a level of difficulty and responsibility comparable to the next lower grade level in District service. An equivalent combination of education and experience may be substituted for the required level of specialized experience.

Submission Information: Interested and qualified candidates should submit a cover letter with salary history and a DC2000 (District of Columbia employment application) with resume to:

Office of Management and Administration (OMA)
Human Resources Division
941 North Capitol St, NE – Suite 1200
Washington, DC 20002
Fax: (202) 442-6413